



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy #1 **Commander's Open Door Policy**

1. The morale, welfare, and discipline of a unit are the responsibility of the First Sergeant and Commander. It is the duty of this chain of command to resolve the difficulties and/or problems, both personal and professional, of every individual Soldier and civilian in the unit. I encourage subordinate leaders to solve issues and problems at the lowest level.
2. When your chain of command and the First Sergeant cannot resolve your problem or you cannot discuss it with them, first, inform your chain of command that you would like to see the Commander, and then address the problem with me. While my door is always open, I expect that you give our section leaders the opportunity to either resolve your issue on their own or enlist the assistance of the 1SG if resolution is beyond their expertise. If the issue cannot be resolved with the 1SG's assistance or if you feel that the issue is too sensitive to discuss with our NCO/ Civilian chain, please inform them that you would like to exercise my open door policy, then address the issue with me.
3. Our team is dedicated to providing a supportive, cohesive environment for all of our Soldiers, Civilians, and student leaders. A cooperative spirit and open communication will help us to achieve this intent.
4. The point of contact for this memorandum is the undersigned at 803-751-5305.

Ebony N. Calhoun
EBONY N. CALHOUN
CPT, FI)
Commanding